

UNITED STATES OF AMERICA  
GENERAL SERVICES ADMINISTRATION

Public Buildings Service  
Washington, D C 20405



DEC 16 1974

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[REDACTED]  
Chief  
Real Estate and Construction Division, OL  
Central Intelligence Agency  
Washington, D.C. 20505

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Dear [REDACTED]

This is in reference to your letter requesting the General Services Administration (GSA) guidelines to control the use of official parking spaces by unauthorized personnel in leased buildings.

The GSA guard force cannot be used to patrol the garage areas of the Magazine, Key, and Ames Buildings since the parking garages are private property not under lease to the Government. Any enforcement to control the unauthorized use of individual parking spaces must be initiated by the Lessor at the request of the GSA Buildings Manager.

Mr. Alex Lucas, of the Rosslyn Field Office, will be happy to meet with you to discuss the problem and to establish procedures for monitoring the use of official parking spaces at these locations. He can be reached on IDS Code 11. extension 44394.

On file, GSA(s) release instructions apply.

*for* *Earl W. Eschbacher*  
EARL W. ESCHBACHER  
Acting Chief  
Metro Washington Branch  
Space Management Division  
Office of Operating Programs